



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST
WILL CONSIDER ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
\$2,817 - \$4,446 (SSA) or \$4,400 - \$5,348 (AGPA)
FINANCIAL SURVEILLANCE BRANCH
FIELD EXAMINATION DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under the functional supervision of a Senior Insurance Examiner in the Field Examination Division, the Staff Services Analyst is responsible for performing the administrative functions of the Division such as developing and monitoring budget and tracking expenditures. Specific tasks include but are not limited to: compile, analyze, and prepare a variety of budget reports; monitor and resolve budgetary concerns for the Financial Surveillance Branch (FSB); act as project lead on various information technology (IT) projects; analyze proposed legislation and advise management on its potential impact; develop and maintain policies and procedures manual; attend and participate in various task force meetings; and perform other related duties commensurate with the classification. If position is upgraded, duties will be adjusted accordingly.

DESIRABLE QUALIFICATIONS:

- Experience in analyzing and monitoring budget reports and proposed legislation
- Excellent writing and verbal communication skills
- Ability to work cooperatively and communicate effectively with other staff in a team environment
- Ability to collect, evaluate and analyze various data
- Technical proficiency and the ability to create professional work products utilizing computer applications such as Microsoft Word, Excel and Access

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Staff Services Analyst or Associate Governmental Program Analyst** level, those within transfer range, or individuals who have list eligibility for **Staff Services Analyst or Associate Governmental Program Analyst**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

05/14/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Analyst or Associate Governmental Program Analyst, PSN # 413-159-5393-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: Monday, May 19, 2014

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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